Undergraduate Students: How to Register Your Internship on ONEILLCareers

Academic Eligibility: A Student must meet the following requirements to be academically eligible for their internships:

- Admitted to O’Neill
- Academic good standing (2.0 cumulative/2.3 O’Neill)
- Successful completion of V252/H276: Career Development and Planning

Step 1: Login to your ONEILL Careers Account as a Student here

Step 2: You’re in! Click on ONEill Internship Paperwork in the bottom right of the page under “Internship Information.”
Step 3: Click “Add New Experience”

Step 4: Fill out the form and click “Submit” when you are ready for us to review it! If you do not know your supervisor yet, use the general HR contact (email the Career Hub when you have an updated contact that can serve as your direct supervisor).

Step 6: Allow 7-10 business days for processing. If applying for summer credit, be aware that there may be a slight delay. If there is a time-sensitive matter, please contact the Career Hub.

Important Information:

- In order to earn the required credit for you internship you must complete at least 120 hours and actively participate in the Canvas coursework. Canvas assignments will be short and focused on assisting you in completing a successful internship.
- You are required to submit one self-evaluation and one final employer evaluation (completed by your supervisor) through SkillSurvey. Your assigned instructor will send you more details on this requirement.